



**Proud past. promising future**

**Scott G Weber, County Clerk**

Baine Wilson, Chief Deputy Clerk

1200 Franklin/First Floor,

P. O. Box 5000

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# CLERK'S ALERT

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## Court Rule 0.6 Clerk's Action Required

The Clerk's office is noticing more documents coming into the office without the "Clerk's Action Required" language. In order for your document to be processed properly, it is imperative this language is placed on the first page of your documents in the upper right hand side as follows: "Clerk's Action Required" and be properly marked/identified that action is required. Court Rule 0.6

For instance, if there is a judgment summary on the 2<sup>nd</sup> page of your order then "Clerk's Action Required" should be typed underneath the document description so the Clerk is aware that special processing needs to take place. There have been instances where the judgment summary was on the 2<sup>nd</sup> page without the notification and the clerk has missed entering the judgment.

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ISSUED BY: Scott G. Weber, County Clerk  
ISSUE DATE: October 15, 2013